

**Office of the Chief Financial Officer
Office of the Controller**

**Controller
ES-0501**

INTRODUCTION

The incumbent of this position serves as the Controller of the Office of the Controller (OC), Office of the Chief Financial Officer (OCFO).

OC performs the following functions:

- Develops, manages, and supports the agency's federal financial management program by interpreting fiscal legislation, maintaining fiscal operations and financial systems, and implementing government-wide external reporting reforms;
- Establishes the priorities, policy, guidance and strategy for the agency's financial management community;
- Provides financial information to agency program managers in support of day-to-day decisions and environmental results;
- Provides a full range of national, local and specialized accounting, financial and customer services through the agency's four Finance Centers located in Washington headquarters, Cincinnati, Las Vegas, and Research Triangle Park;
- Leads and manages the agency's Management Integrity program, including A-123 internal control system process. Also serves as the agency's Government Accountability Office audit liaison and coordinates OCFO and agency financial audit activities;
- Promotes and provides the Office's shared services to other federal entities;
- Ensures accountability over agency payroll, travel and other payments and collections, manages the agency's time and labor functions and provides customer service support to agency employees on time and attendance reporting and travel issues; and
- Provides budget, human capital, infrastructure and other administrative support to the Office.

MAJOR DUTIES AND RESPONSIBILITIES

PROGRAM OBJECTIVES AND RESPONSIBILITIES

The Controller oversees the Office of the Controller, a large and highly complex organization located in Washington, DC, with field offices located in RTP, NC; Cincinnati, OH; and Las Vegas, NV. The Office is responsible for ensuring agencywide financial integrity, accountability, data quality and accurate reporting. The Office: provides a full range of national, local, and specialized accounting, financial, and customer services; establishes agency fiscal policies and procedures; assures agencywide audit follow-up; ensures financial data quality and accuracy; supports sound programmatic financial management through specialized cost accounting and trust fund investment strategies; provides fiscal oversight of the Working Capital Fund and manages several Working Capital Fund services; and implements the provisions of the Chief Financial Officers Act and other financial statutes and Presidential, Office of Management and

Budget and Department of the Treasury directives.

Specific areas of responsibility include:

Developing, coordinating, publishing and implementing the agency's fiscal policies and procedures established through published regulations, the agency directives system or other instructions; and representing the agency with the Office of Management and Budget, the Department of Treasury, and Government Accountability Office, on matters involving fiscal policy and operations;

Developing, fostering and maintaining processes and internal controls that ensure the integrity and quality of agency and programmatic financial information; preparing, distributing, publishing or submitting agency financial reports and data to the President, Congress and the public; and providing oversight, accounting and fiscal consultation to agency components as needed;

Developing and maintaining processes to provide a full range of national, local, and specialized accounting, financial, and customer services. This assures all EPA payments, including employee salaries and other payments such as travel reimbursements; payments to contractors and other vendors; and funds provided to grant recipients and the Agency's partners in interagency agreements. For payroll this includes supporting to the Agency's payroll provider, managing the Agency's time and labor functions, and providing customer service support to the Agency's employees on time and labor issues.

Carrying out the provisions of the Chief Financial Officers (CFO) Act by: strengthening financial management procedures, systems, internal controls and accountability; and working with the agency's senior leaders to ensure that financial accountability statutes and OMB directives, including the agency's Management Integrity Program, are in place and result in effective financial management practices agency-wide; and

Maintaining liaison with the Government Accountability Office, Office of Management and Budget, and the Department of Treasury on matters involving fiscal operations; and approving Trust Fund investments.

PROGRAM IMPLEMENTATION

Sets the vision, strategic direction and goals of the organization, which are understood and implemented by staff. Ensures that major program directions and changes are effectively communicated, that program personnel understand, that staff are actively engaged in improving the organization and delivering high quality products and services. Ensures that programs and policies are being implemented and adjusted, as necessary, and that appropriate results are being achieved. Continually evaluate program outcomes and impacts; identifying, diagnosing, and consulting with stakeholders on problem areas relating to implementation and goal achievement. Assessing the Office's overall effectiveness, efficiency, and productivity, and selecting alternative courses of corrective action, as necessary.

PROGRAM COORDINATION

Ensures the key national and agencywide goals, priorities, values, and other issues are considered in making Office decisions. Identifies and integrates key Office issues, including political, economic, social, technological, and administrative factors and understands the roles and relationships of these issues to the national policy making and implementation process, including the Agency, Administration, State and local governments, and interest groups.

Provides leadership to promote an on-going commitment to a customer service work ethic in the Office, maintaining a consistent management focus on customer service and customer needs. Works in close collaboration with agency program and regional offices, regarding the implementation of new financial management requirements (e.g., those pertaining to financial statutes, regulations, directives and reporting requirements). Represents the agency on government-wide workgroups, and provides leadership and direction on agency workgroups to develop, improve, or change major financial programs. Maintains productive relationships with central agencies (e.g., Treasury, GAO, OMB, GSA, and OPM), other federal agencies as well as other government and private entities on matters relating to the Office's assigned programs.

PROGRAM PLANNING

Directs the development of the Office's vision, and strategic and operational plans to ensure Office, CFO, and agency goals and objectives for financial management are met. Establishes program/policy goals and the structure and processes necessary to carry them out. Assesses policy, program, and project feasibility. Formulates short and long-term goals and objectives, integrates them into the strategic plan. Anticipates potential problems and devises contingency plans. Sets effectiveness, efficiency, productivity internal control standards.

RESOURCE MANAGEMENT

Ensures that Office resources are aligned with the vision, strategic plan and goals of the organization. Ensures personnel are appropriately employed, effectively and efficiently utilized, and dealt with in a fair and equitable manner. Ensures hiring decisions address necessary competencies and build a diverse workforce through appropriate workforce planning, recruitment, and selection processes. Creates a climate of inclusion that values all people regardless of economic, educational, and social background, race or national origin, sex, age, or other characteristics. Assesses individual capabilities and needs and provides coaching, counseling, and career development opportunities; and deals with employee relations matters, including resolving conflicts, attending to morale and organization climate issues, handling labor-management and EEO issues, and taking disciplinary actions.

Within budget constraints, obtains and allocates the financial and material resources necessary to support the Office's programs. This includes managing the budgetary process; overseeing procurement and contracting procedures and processes; and directing and coordinating logistical operations. Ensures resources are efficiently and appropriately managed to maximize their use. Ensures that Office managers comply with regulatory requirements and the agency's policies and procedures.

SUPERVISORY CONTROLS

The incumbent works under the general supervision of the Chief Financial Officer and the Deputy Chief Financial Officer within the parameters established by Federal law and Agency policy. Work in general is reviewed only for attainment of overall objectives and for compliance with Agency and Federal policies.